

Mishel Kharitonova

002miha200@gmail.com

(925) 323-4799

Skills

- 2 years working with invoicing, accounts receivables, and payables.
- 3 years experience in the service industry, collaborating effectively with diverse teams.
- Highly organized, with a keen attention to detail.
- Strong communication abilities.
- A dedicated team player and a quick learner.
- Exceptional organizational and time-management skills.
- Proficient in problem-solving and finding innovative solutions.

Technical Skills

- MS Office with advanced knowledge of Excel.
- CRM, RMS, POS systems.
- Community management with Instagram and TikTok, Canva, and video-editing.

Certification and Education

- Bachelor of Management, Major in Personal Management and Human Resources, April 2023
- Certificate for Leadership Skills, 2022
- High School Degree, Graduated 2019

Languages

English - Intermediate (speaking, writing, reading), Russian - Fluent, Ukrainian - Fluent, Hebrew - Beginner

Experience

Procurement Manager - Yakaboo Bookstore Import Export, Kiev, Ukraine

October 2023 - September 2024

Overseeing inventory management through RMS, CRM systems, invoices, and accounts receivable and payable. Coordinating global logistics and managing shipments and receivables for distribution. Conducting sales analytics and preparing quarterly and annual reports. Additionally, handling market pricing, marketing strategies, and sales efforts related to inventory and distribution.

Office Manager - Travel Agency, Kiev, Ukraine

09/2021 - 10/2023

Client services involving various essential tasks, including booking and customizing tours, managing client contracts, scheduling meetings, and overseeing office systems. Additionally, responsibilities include organizing and planning schedules, maintaining the customer database, creating and managing promotional campaigns, and preparing quarterly and annual reports.

References are available upon request.